

DEVELOPMENT/PLANNING FACILITATOR

PURPOSE AND NATURE OF WORK

Position is responsible for professional and administrative work in assisting property owners, builders, developers and the general public in the application of their activities through the planning and regulatory process within the Department of Planning, Zoning and Codes. Work involves extensive public contact and coordination with different divisions, departments and agencies. Position reports to the Department Director, and has no supervisory responsibilities.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Assists developers and builders by coordinating projects with the various departments involved in development review in the building permit approval process. Confers with and advises developers, builders and other interested parties with respect to Zoning and Subdivision regulations, flood plain regulations, long-range planning activities, transportation plans, capital improvement plans, Code requirements, certificate of occupancy requirements, home occupation requirements, etc. Coordinates resolution of problems with the various departments and agencies involved. Serves as troubleshooter to the Metropolitan Planning Organization (MPO) for special projects, aid to the public, and liason to the public. Monitors the progress of transportation improvement projects and prepares reports for MPO committees, elected officials and the general public.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge and the ability to apply various local and State regulations governing land use, zoning, land subdivision, traffic engineering principles, and street and road functional classifications.

Considerable knowledge of economics, municipal finance, and various sociological factors which influence urban planning and development.

Considerable knowledge of the purpose and function of the various City-Parish departments, and local, state and federal agencies as they pertain to development, land use, zoning, land subdivision, and their relationship to Capital Improvement programs.

Ability to interpret and communicate ordinances and regulations governing all aspects of the Metropolitan Planning process.

Ability to establish and maintain effective working relationships with local officials, developers, architects, attorneys, engineers, representatives of other governmental agencies, and other employees.

Ability to express ideas clearly and concisely, both orally and in writing, to groups and to individuals.

DESIRABLE TRAINING AND EXPERIENCE

Master's degree in urban and regional planning, or comparable degree, and professional-level experience in development review, land use and building regulations and enforcement; or any equivalent combination of training and experience.